



Number : WAS-5267.07  
Date : February 25, 2004  
Subject : VISITING REGULATIONS

# Institution Supplement

1. **PURPOSE AND SCOPE:** To establish specific local guidelines at the Federal Correctional Institution (FCI), Waseca, Minnesota.
2. **DIRECTIVES AFFECTED:**
  - a) Referenced: Program Statement 5267.07, Visiting Regulations, dated April 14, 2003, Institution Supplement WAS-5510.01e, Entrance Procedures (Front and Rear), dated July 31, 2002.
  - b) Rescinded: Institution Supplement WAS-5267.06a, Visiting Regulations, dated October 12, 2001.
  - c) ACA Standards Referenced: American Correctional Association Foundation/Core Standards for Adult Correctional Institutions: FC2-4088, FC2-4089, C2-4105, C2-4106, C2-4107, C2-4205; American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4255, 3-4272, 3-4440, 3-4441, 3-4442, 3-4445, 3-4446; American Correctional Association Foundation/Core Standards for Adult Local Detention Facilities: C2-5149, C2-5227, C2-5229, C2-5230, C2-5231, C2-5232, C2-5233; and American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Local Detention Facilities: 3-ALDF: 3D-17, 4A-01, 5D-10, 5D-11, 5D-12, 5D-15, 5D-16.
3. **DESCRIPTION OF RULES AND PROCEDURES:**
  - a) Visiting Facilities: Visiting will be permitted only in the Visiting Room. Ordinarily, friends and associates must have known the inmate prior to his incarceration in order to be considered for placement on the approved visiting list. The Warden may permit visiting privilege to a person without a prior relationship with the inmate when the inmate is without other visitors and the proposed visitor is reliable and poses no threat to the good order of the institution. This requires the Warden's approval (see Attachment D). The seating arrangement is at the discretion of the Captain who will ensure it provides for adequate supervision. The Visiting Room has been designated as a nonsmoking area.
  - b) Visiting Times: The Visiting Room will be open Monday and Friday from 4:45 P.M. to 8:30 P.M. and Saturday, Sunday and federal holidays from 8:30 A.M. to 3:00 P.M. No additional visitors will be processed after 7:30 p.m. on Mondays and Fridays or after 2:00 p.m. on Saturdays, Sundays, and federal holidays.

DISTRIBUTION: Master Historical File, Master Reference File, Captain, Operations Lieutenant, Visiting Room Post Orders, Executive Staff, CMC, Unit Manager, Case Manager, Counselor, AFGE.

- c) Visiting Room Capacity, Number of Visitors, and Frequency of Visits: The Visiting Room capacity will be set and posted by the Safety Manager. When the capacity is achieved, no further visits will be allowed until the room occupancy is reduced. The Institution Duty Officer will ordinarily be responsible for reducing the room occupancy by asking for volunteers to terminate their visits, and then by terminating visits with inmates who have visitors in the local commuting area (a 100-mile radius of Waseca) and have already visited for a reasonable length of time. Ordinarily, a limit of five (5) adult visitors are permitted to visit an inmate at one time. To avoid chronic overcrowding in the Visiting Room, each inmate will be allotted 12 points per month. Visits, regardless of the length of each visit, will be equal to one (1) point for visits on Mondays and Fridays and two (2) points for weekends and federal holidays. In the event that there are not enough points remaining for the visit, (i.e., one point left for a weekend or holiday visit requiring two points) the visit will not be allowed. These points will not be accumulated from month to month. Consistent with Program Statement 5267.07, other restrictions on the visiting period may be imposed to prevent overcrowding.
- d) Special Visits: On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors would include, but not necessarily be limited to attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to facilitation of the requested visit.
- 1) Attorney Visits: Attorneys are normally required to arrange each visit through the respective Unit Manager. In the event an appointment has not been made in advance, every effort should be made to facilitate the visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from attorneys can be arranged at other times through the Unit Manager, based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. The attorney rooms will be available on a first come/first serve basis and cannot be reserved by attorneys. Attorneys must present identification (Bar Card, etc.) to show that they are currently licensed as attorneys.
  - 2) Business, Media, and Consular Visits: Such visitors shall be approved in accordance with Program Statement 5267.07.
  - 3) Pastoral Visits: Pastoral visits must be approved by the Staff Chaplain. These visits will occur in the Visiting Room during regular visiting hours. Request for pastoral visits must be made at least seven working days in advance. Any questions concerning pastoral visits should be addressed to the Staff Chaplain.
  - 4) Admission and Orientation: Should an inmate in admission and holdover status request a special visit, consideration will only be granted after the inmate has been here for 30 days. This request will be initiated through an Inmate Request to Staff Member to the respective Unit Manager and forwarded to the Warden for final approval.
  - 5) Pre-Trial inmates: Pre-trial inmates will be allowed special visits to protect the inmate's business interests or to help prepare for trial. This request will be initiated through an Inmate Request to Staff Member to the respective Unit Manager and forwarded to the Warden for final approval.

The Unit Team will be responsible for arranging and supervising special visits. The Unit Team will submit a memorandum for the Warden's approval requesting a special visit.

e) Visits to Inmates Not in Regular Population Status:

- 1) Admission Status - In the absence of an approved visiting list, only immediate family members whose relationship is verified in the pre-sentence report will be permitted to visit during the Admission and Orientation period.
- 2) Administrative Detention or Disciplinary Segregation Status - These inmates shall ordinarily be under the same guidelines as general population inmates for visiting purposes (i.e., facilities, times, frequency). However, special seating may be assigned to provide adequate supervision as needed.
- 3) Visits for inmates hospitalized in the institution hospital or in the local community will be processed in accordance with Program Statement 5267.07.

f) Maintenance of Visiting Lists: The following procedural method pertaining to the visiting program is maintained for each inmate: Each inmate shall submit a list of proposed visitors to his Unit Team. Ordinarily, immediate family members will be approved to visit. Once an investigation has been completed, the unit staff, will load all approved visitors on the visiting program, and will distribute an approved list to the individual inmate concerned. If unit staff question whether a proposed visitor should be approved, a memorandum will be submitted to the Associate Warden (Programs) for final decision. The inmate is notified of the decision by a member of the unit team. Each time a unit staff member updates a visiting list, a copy shall be forwarded to the Central File. This shall be the only required hard copy of the inmate visiting list. The computer visiting program will be utilized to maintain visiting files and a record of visitors for each inmate. Should this program become inoperable during visiting hours, staff will contact the Computer Services Manager for assistance. If this occurs, visiting room staff will contact Unit Staff to verify prior approval of a prospective visitor.

g) Notification of Guidelines for Visitors: The inmate is responsible for providing his visitors with the visiting guidelines and directions (Attachment A).

h) Admission and Holdover/Pre-trial Status: In the absence of an approved visiting list, only immediate family members whose relationship is verified in the presentence report, will be permitted to visit during the admission and holdover/Pre-trial status. The approved visiting list from the parent institution will be considered after careful review by the respective unit team. In certain circumstances, an updated visiting list may be required and will be established by the respective unit team.

i) Searching Visitors: The Front Lobby Officer must ensure all visitors pass through the electronic metal detector before entering the institution. In the event the metal detector becomes inoperable, a hand-held metal detector is available for use. During inmate visiting hours, the Visiting Room #2 Officer may assist the Front Lobby Officer in screening inmate visitors through the metal detector prior to escorting them into the institution.

Visitors who have been screened by the metal detector will not be permitted to make contact with others in the front entrance building who have not yet been screened. All questions concerning the searching of visitors will be directed immediately to the Operations Lieutenant, Captain, or the Institution Duty Officer.

j) Supervision of the Visiting Room:

- 1) The following items are not permitted in the Visiting Room:

Handbags (Purses)	Lotion	Paperwork
Wallets	Lipstick/Chapstick	Packages
Toys	Newspapers	Greeting Cards
Food/Candy/Gum	Magazines	Photographs
Umbrellas	Baby Strollers	

Visitors will be instructed to leave items of this type in their automobiles. Visitors using public transportation (i.e., bus, taxi, etc.) may use the lockers in the front entrance building. When a visitor is assigned a locker, he/she will be issued a corresponding key which the visitor will retain during the visit. The key will be returned to the Front Lobby Officer prior to the visitor's departure from the institution. Staff will use sound correctional judgment when allowing visitors to bring in medication. Ordinarily, only medicine which is necessary to sustain life, such as heart medication and asthma inhalers, will be allowed into the Visiting Room. No prescribed narcotic substances or medicine which is injected will be allowed. During visiting, medication will be maintained by the Visiting Room #1 Officer.

Items for infant needs (i.e., small receiving blanket, diapers, baby food, baby bottles) are permitted but must be inspected for contraband prior to permitting them into the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles. Visitors failing to comply with either of these options will be denied entrance into the institution.

- 2) Visitors will be allowed \$20.00 spending money. Clear plastic coin purses may be used to store money. Cash, checks, or money orders will not be accepted by staff in the Visiting Room for deposit into the inmate's commissary account. Visitors will be advised that they should use the mail for that purpose.
- 3) Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing.

The following will not be allowed for anyone 17 years of age or above (for those cases 16 and under, it will be at the discretion of the Institution Duty Officer or the Operations Lieutenant):

- |                                 |   |
|---------------------------------|---|
| * Tight clothing                | * Transparent clothing  |
| * Spandex clothing              | * Tank tops   |
| * Halter tops                   | * Shorts/Skirts that are more than one inch above the knee, must be knee length when standing |
| * Holes in clothing             | * Wrap-around skirts  |
| * Hats or caps                  |   |
| * Plunging necklines            |   |
| * Khaki colored pants or shirts |   |

- **Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into**

**the Visiting Room.**

- **It is necessary for all visitors to wear shoes.**

- 4) Inmates are required to wear khaki shirts and trousers during visiting. Inmates will be allowed to have the following items in their possession upon entry into the Visiting Room: comb, eyeglasses, handkerchief, wedding band, institution shoes to include brown boots sold in commissary, religious medallion, and approved religious head gear. Only visitors may make purchases from the vending machines. Inmates are not permitted to possess money. Attachment B is to be completed daily by the visiting room shakedown officer. This form is used to record those items brought into the Visiting Room by each inmate, and again to record those items in the inmate's possession upon completion of the visit.
- 5) Restroom Facilities: Inmates will not use the same restroom facilities as the visitors. All inmates will be escorted to the restroom provided for inmates and will be supervised while in the restroom.

**4. OFFICE OF PRIMARY RESPONSIBILITY: Unit Management.**

/s/

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Carol Holinka  
Warden

Number: WAS-5267.07  
Date: February 25, 2004  
Subject: VISITING REGULATIONS  
Attachment A

**FEDERAL CORRECTIONAL INSTITUTION**  
**P. O. BOX 1731**  
**WASECA, MN 56093**  
**(507) 835-8972**

**VISITING INSTRUCTIONS**

We would like to take this opportunity to welcome you to the Federal Correctional Institution, Waseca, Minnesota. We are located just off of U.S. Highway 14 between Owatonna and Mankato.

Inmate visitors are no longer allowed to wait in the Front Lobby or the institution parking lot for the Inmate Visiting Room to open. Visitors will be prohibited entering on institution grounds between the hours of 9:30 A.M. - 10:30 A.M., on weekends and holidays and before 4:45 P.M., on Fridays and Monday. Visitors failing to adhere to these procedures will be asked to leave until the appropriate designated time.

The Visiting Room will be open Monday and Friday 4:45 P.M. to 8:30 P.M., and Saturday, Sunday and all federal holidays from 8:30 A.M. to 3:00 P.M. each week. Visitors will not be processed in after 7:30 p.m. on Mondays and Fridays, and after 2:00 p.m. on Saturdays, Sundays or federal holidays.

All persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list, the requesting party will be notified by the inmate. It is necessary to obtain permission in advance of any other visits.

Visiting limitation may be imposed due to overcrowding or inclement weather. Usually only five adult persons are permitted to visit an inmate at any one time. Exceptions must be approved in advance by the inmate's unit team.

In order to avoid chronic overcrowding in the Visiting Room, each inmate will be allotted 12 points per month. Visits, regardless of the length of each visit, will be equal to one (1) point for visits on Mondays and Fridays and two (2) points for weekends and federal holidays. In the event that there are not enough points remaining for the visit, (i.e., one point left for a weekend or holiday visit requiring two points) the visit will not be allowed. These points will not be accumulated from month to month. Consistent with Program Statement 5267.07, other restrictions on the visiting period may be imposed to prevent overcrowding. All children under the age of 16 must be accompanied by a responsible adult who is on the inmate's visiting list. Visitors will be responsible for keeping children in their company and within the bounds of the Visiting Room.

To maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community, all visitors are expected to display good judgment concerning clothing worn during visits. To implement this, specific consideration and limitations will be recognized and adhered to by all visitors of the inmate population.

Specifically, all visitors will wear shoes in the Visiting Room to ensure their safety. All visitors 16 years old and older will be expected to wear an inner garment covering the breast or chest area, if the outer garment is of such material that the breast or chest area is revealing or would cause distraction to inmates or other visitors in the Visiting Room. Shorts and skirts will be no shorter than one inch above the knee. No halter tops, tight clothing, spandex clothing, transparent clothing or holes in clothing will be allowed in the Visiting Room.

Proper embracing and kissing is permissible only at the beginning and end of a visit. Inmates and visitors may hold hands during the visit, but no other physical contact is allowed. Visiting privileges could be terminated for any type of improper conduct.

On occasion, inmates may receive special visits. Special visits ordinarily are for a specific purpose and ordinarily not of a recurring nature. Examples of special visitors would include, but not necessarily be limited to, attorneys, clergy, members of the media, and consular representatives. Perspective special visitors will be required to contact the facility and complete all required procedures prior to facilitation of the requested visit. The Unit Team will be responsible for arranging and supervising special visits. The Unit Team will submit a memorandum for the Warden's approval requesting a special visit.

Introduction of contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any Federal Correctional Institution or takes or attempts to take or send therefrom anything whatsoever without knowledge and consent of the Chief Executive Officer of the institution."

Inmates are furnished all necessities, and visitors should refrain from bringing articles or gifts of any kind. Cameras and tape recorders are not permitted in the Visiting Room. Inmates will not be permitted to sign or exchange any papers during the visit without prior authorization of the inmate's Unit Manager. Visitors will not be allowed to bring food or beverages into the visiting area. All visitors over the age of 16 must have a government issued ID (excluding foreign government): current drivers's license, current state identification, or current military ID. Under no circumstances will any other forms of ID be allowed. All non bureau visitors to the institution must have a valid identification to gain entry. The ID scanner, maintained in the Front Lobby, will be utilized to verify the validity of the submitted identification.

If a visitor incurs a name change different than what our visiting list indicates, the visitor will be required to submit a copy of their current government issued ID to the facility to update our records/visiting program.

**DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, WASECA, MINNESOTA**

FROM MINNEAPOLIS: I-35 South to Highway 14 West, turn left on Highway 13 South, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM IOWA: I-35 North to Highway 14 West, turn left on Highway 13 South, follow signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM CHICAGO: 94W to 90W to I-35 North to Highway 14 West, turn left on Highway 13 South and follow signs to the Federal Correctional Institution, Waseca, Minnesota.

**LOCAL MOTELS**

AmericInn Motel  
1313 Highway 13 North  
Waseca, Minnesota 56093  
(507) 835-4300

Waseca Inn and Suites  
2201 North State Street  
Waseca, Minnesota 56093  
(507) 835-0022

AmericInn Motel  
245 Florence Avenue

**LOCAL TAXI SERVICES**

The Taxi Connection  
Waseca Minnesota  
(507) 833-5588

Tonna Taxi Service  
Owatonna, Minnesota  
(507) 451-4215

**LOCAL BUS LINES**

Owatonna Bus Co.  
1145 Park Drive  
(507) 451-5262

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Owatonna, MN 55060  
(507) 455-1142



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FEDERAL CORRECTIONAL INSTITUTION  
WASECA, MN  
AUTHORIZED INMATE PROPERTY FOR VISITING

DATE:    -    -              OFFICER:                                  PAGE       OF      

[illegible]

Number: WAS-5267.07  
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Attachment C



U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution

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Waseca, Minnesota 56093-0741

Current Date

MEMORANDUM FOR \_\_\_\_\_, CAPTAIN

FROM:

SUBJECT: **Visitor Denied Entrance Into the Institution**

On this date, \_\_\_\_\_, at \_\_\_\_\_ (AM)(PM), the following visitor (Mr.) (Mrs. (Ms.)  
\_\_\_\_\_ was denied entrance into the institution.

\*\*\*\*\*  
**Inmate's Name:** \_\_\_\_\_ **Register Number:** \_\_\_\_\_

\*\*\*\*\*

Reason for Denial:  
**(Please Circle one or more of the following)**

1. No Identification
2. Not on Visiting List
3. Under the Age Without Parent/Guardian
4. Other Circumstances

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cc: Warden  
AW(P)  
Unit Manager  
IDO Briefcase

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Attachment D

U.S. Department of Justice  
Federal Bureau of Prisons  
Federal Correctional Institution

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Waseca, Minnesota 56093-0741

Current Date

MEMORANDUM FOR \_\_\_\_\_, WARDEN

FROM: \_\_\_\_\_, Unit Manager

SUBJECT: **Visiting Approval for Inmate With No Prior Relationship**

I am requesting \_\_\_\_\_ be permitted to visit inmate  
(Proposed visitor)  
\_\_\_\_\_, Reg. No.: \_\_\_\_\_. This inmate  
has no other visitors, and although the proposed visitor has no prior relationship with the  
inmate, a visiting form and background check indicate the proposed visitor is reliable and  
poses no threat to the good order of the institution.

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Warden's Signature

\_\_\_\_\_  
Date

cc: Central File